

Jordan Custodial Operating System

Jordan School District
Custodial Services



Sweeper Training

Instruction Provided under the direction of:

Steve Peart, Director of Custodial / Energy Services
Alicea Fratto, Elementary Custodial Coordinator
Brady Bartholomew, Secondary Coordinator

Date	Employee	Trainer	General
			Clocking in / out
			Submit timesheets
			Timesheet adjustment (<i>approval needed from Head Custodian</i>)
			Starting pay / Payday 25 th / How paychecks work
			Clean / Dirty rags location
			Badge and key location
			Requesting time off / Finding a sub
			Job Cards (<i>on carts and barrels</i>)
			Where to take trash / recycle
			Personal Protective Equipment (PPE)
			Classroom Lock-up (<i>Lights are off, Door is Locked and Shut</i>)
			Bloodborne Pathogens
			Custodial General Rules
			SDS Training Sheet filled out and sent to Custodial Office

Date	Employee	Trainer	Chemical Knowledge
			E12 -
			E14 -
			E15 -
			E16 -
			E22 -
			E23 -
			E32 / E33 -
			E41 -
			E51-
			E52-
			Bell's Chimes -
			Stainless Steel Polish -
			Gum Away -

Date	Employee	Trainer	Light Duty / Combo Specialist
			Empty trash and replace liners
			Dust horizontal surfaces, lights, vents, televisions
			Pick up large trash
			Disinfect phones and switches (<i>do not spray</i>)
			Disinfect sink and drinking fountain
			Mineral deposit removal procedure
			Disinfect dispensers (<i>refill if applicable</i>)
			Disinfect door, handle, and frame
			Clean Glass (<i>including "Spot cleaning"</i>)
			Spot clean walls
			Disinfect and clean hall drinking fountain
			Closet clean and organized
			Cart / Barrel clean and organized
			Proper use of chemicals

Date	Employee	Trainer	Vacuum / Combo Specialist
			Large floor trash
			Under trash cans
			Classroom area
			Tile area (<i>if applicable</i>)
			Corners and edges
			Under desks and tables
			Pencil sharpeners
			Whiteboard trays
			Hallways / Entrances
			Gum removal
			Check hose and wand for any obstruction
			Vacuum maintenance (<i>cord, wand, clean</i>)
			Vacuum filters (<i>paper, fabric, dome</i>)
			Closet clean and organized

Date	Employee	Trainer	Restroom Specialist
			Empty and replace sanitary napkin disposal liner
			Empty trash and replace liner
			Dust horizontal surfaces, lights, vents, partitions
			Sinks: disinfect and clean (<i>top and bottom</i>)
			Sinks: mineral deposit removal procedure
			Toilet / Urinal: disinfect and clean (<i>top and bottom</i>)
			Toilet / Urinal: mineral deposit removal procedure
			Flush valve clean and disinfected
			Disinfect partition walls, doors, and latches
			Tile walls clean and disinfected
			Disinfect and clean dispensers (<i>refill if applicable</i>)
			Spray disinfectant & clean touch points (<i>door, handle, frame</i>)
			Mirror clean
			Floor drains clean, free of debris, and filled with water
			Sweep floor
			Mop Floor
			Behind doors clean
			Disinfect by spraying disinfectant onto pink rag (<i>light switch</i>)
			Closet cleaned and organized
			Equipment properly maintained
			Proper use of chemicals

Date	Employee	Trainer	Core Caddy
			Cleaning and Maintaining Equipment (<i>daily, weekly</i>)
			Operation / Running the machine
			Attachments

Date	Employee	Trainer	Stairways
			Large Trash
			Sweep / Vacuum stairs and landing
			Remove black marks
			Remove gum
			Spot clean walls
			Dust horizontal surfaces
			Disinfect hand rails
			Mopping landing and stairs
			Clean Windows

Date	Employee	Trainer	Hallways
			Large Trash
			Sweep / Vacuum
			Remove black marks
			Remove gum
			Mop Edges

Sweeper Training Completion Signatures

Employee Print	Employee Signature	Date
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Head Custodian Print	Head Custodian Signature	Date
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Adult Night Supervisor Print	Adult Night Supervisor Signature	Date
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Trainer #1 Print	Trainer #1 Signature	Date
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Trainer #2 Print	Trainer #2 Signature	Date
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Trainer #3 Print	Trainer #3 Signature	Date
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Trainer #4 Print	Trainer #4 Signature	Date
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Sweeper Training Schedule

First Day: Welcome! This packet is going to detail everything you need to know to become a successful Sweeper!

1. Learn how to Clock In.
2. Go through Onboarding Packet
3. Watch 1 Hour training video.
4. Learn to Clock out, and where to return badge and keys.

Combo Specialist Day

Clock in

Assigned Trainer: _____

1. Go over any General / Chemical items.
2. Go over the Vacuum and all its parts.
3. First 1- 2 rooms: Trainer will show the full routine.
4. Entrances: Trainer does one side trainee does the other.
5. Drinking Fountains: Trainer does the first one, Trainee the second, switch back and forth
6. Rooms till last: Trainer will clean one room, the Trainee another, Trainer checking work as you go.
7. Last room: Trainee will clean one on their own, trainer will check after finished. (If there is enough time)
8. Vacuum End of Day routine, Trash, Badge, Keys, Clock out.

Stairs Specialist Day

Clock in

Assigned Trainer: _____

1. Go over any General / Chemical items.
2. First Stairway: Trainer will show the full routine.
3. Stairways till last: Trainee and Trainer will share responsibilities.
4. Last Stairway: Trainee will clean one on their own, trainer will check after finished. (If there is enough time)
5. Trash, Cart, Closet, Badge, Clock out

Light Duty Specialist Day

Clock in

Assigned Trainer: _____

1. Go over any General / Chemical items.
2. First 1-2 rooms: Trainer will show the full routine.
3. Entrances: Trainer does one side trainee does the other.
4. Drinking Fountains: Trainer does the first one, Trainee the second, switch back and forth
5. Rooms till last: Trainer will clean one room, the Trainee another, Trainer checking work as you go.
6. Last room: Trainee will clean one on their own, trainer will check after finished. (If there is enough time)
7. When they finished, the trainer will check the rooms.
8. Trash, cart, closet, badge, keys, clock out.

Vacuum Specialist Day

Clock in

Assigned Trainer: _____

1. Go over any General items.
2. First 1-2 rooms: Trainer will show the full routine.
3. Hallways and Entrances: Trainer shows routine; both then split the rest of them
4. Rooms till last: Trainer will clean one room, the Trainee another, Trainer checking work as you go.
5. Last room: Trainee will clean one on their own, trainer will check after finished. (If there is enough time)
6. Vacuum end of day routine, trash, badge, keys, clock out.

Restroom Specialist Day

Clock in

Assigned Trainer: _____

1. Go over any General / Chemical items.
2. First Restroom: Trainer will show the full routine.
3. Restrooms till last: Trainee and Trainer will share responsibilities.
4. Last Restroom: Trainee will clean one on their own, trainer will check after finished. (If there is enough time)
5. Trash, Cart, Closet, Badge, Clock out

Core Caddy Day

Clock in

Assigned Trainer: _____

1. Go over any General / Chemical items.
2. Go over all information pertaining to the Clean Core Caddy.
3. First restroom: Trainer will show the full routine.
4. Second restroom: Trainee will run the Core Caddy as the Trainer cleans other items.
5. Bathrooms till last: Trainee and Trainer will share responsibilities.
6. Last restroom: Trainee will clean one on their own, trainer will check after finished. (If there is enough time)
7. Trash, Cart, Closet, Badge, Clock out

What does a “Sub” mean for you

- You do not show up every day and are not expected to.
- You show up on the days that another person has requested off.
- You can sign up for these days when you are here, or you will be contacted when we need you, or (if applicable) sign up for a day on the Google Calendar.

Contact Information:

- Make sure that you save everyone’s number so we are able to contact you and vice versa.
- The Head Custodian or Night Supervisor will contact you 2 days in advance of the day we need covered, or if someone called out sick before 12:00 on that day.
- Sweepers will contact you if they need a sub within less than 2 days’ notice.
- You do not have to tell us “Yes” for every cover opportunity. Telling us “No” is not a big deal as we will never ask you why you cannot show up.

When you show up:

- You will be given a route, ask any questions before you walk away!
- Use the Job Cards / Packet as a reminder of items to accomplish in each area.
- The Night Supervisor will check on you when they can, call them if you need any help

<p>TEACH ROUTINE</p> <ul style="list-style-type: none">• Show Trainee how to perform every action while explaining what you are doing	<p>RUN ROUTINE</p> <ul style="list-style-type: none">• Work through the route with the Trainee checking their work as you go.•
<p>TEST ROUTINE</p> <ul style="list-style-type: none">• Give the Trainee one room that they must complete within a timeframe• Trainer should work on other items till they finish• Once time is up: Trainer and Trainee should go through the room together marking off everything they got done right!	<p>FOLLOW UP</p> <ul style="list-style-type: none">• Ask the Trainee questions they should know the answers to• Ask if there is any part of the training they want to run through again• Work through any items not checked off during first day of training